Enterprise Configuration Management Implementation (ECMI)

Enterprise-level Phase II CM Review Measurement Set (v0.10)

May 7, 2002

CM Review measures for three categories of CM Key Practices which provide increasing capabilities for risk mitigation and cost avoidance.
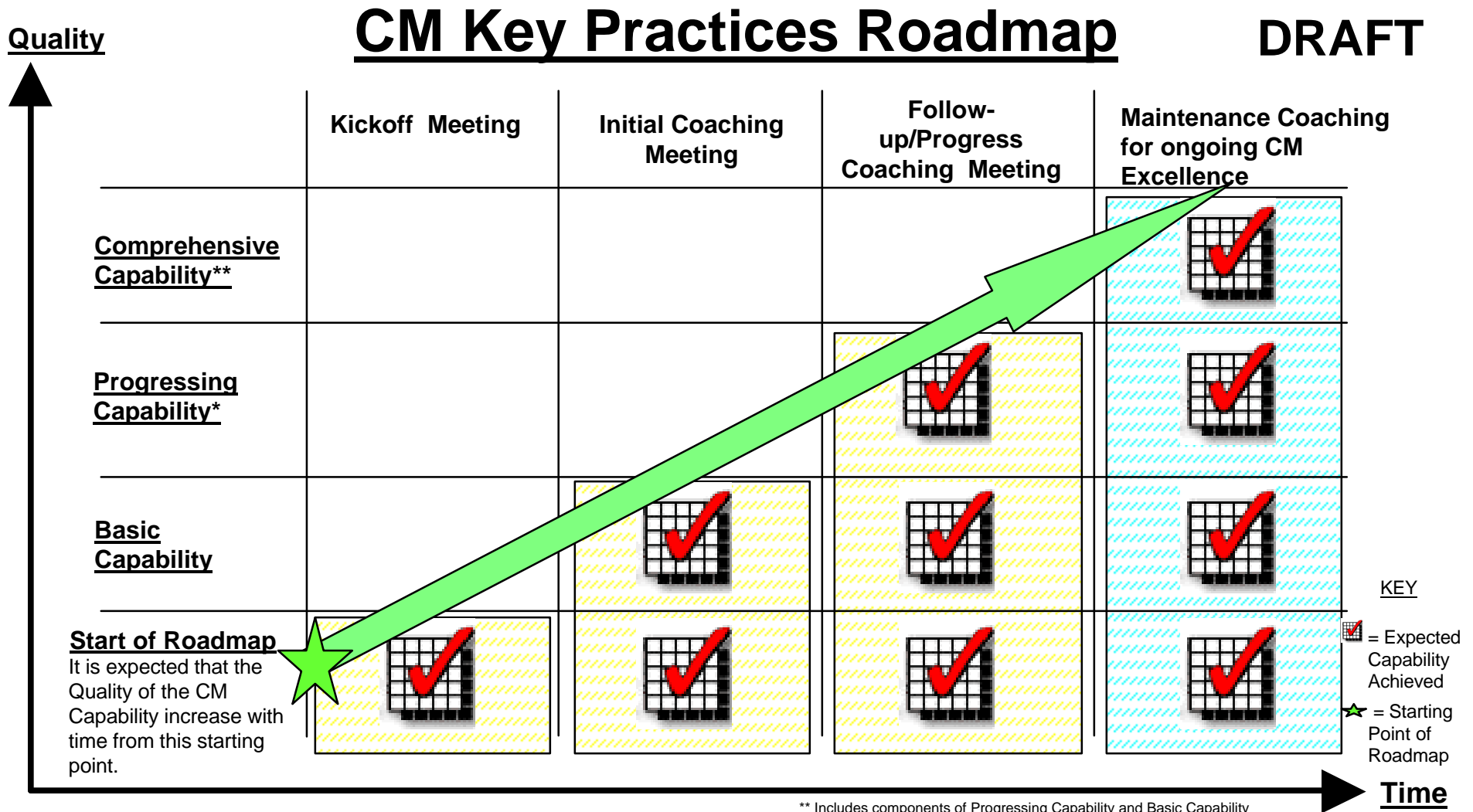
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	<u>Enterprise Level</u> (6 Key CM Key Practices)
Comprehensive CM Capability**	6.) Maintain a CM Library** 5.) Document and communicate integrated (Internal and Enterprise) change control policies**
Progressing CM Capability*	4.) FSA Enterprise Change management processes are followed* 3.) FSA Enterprise change management processes are understood*
Basic CM Capability	2.) Define Internal Change Management Procedures 1.) Create a Basic Configuration/Change Item Index (CII)

** Includes components of Progressing Capability and Basic Capability

•Includes components of Basic Capability

The CM Review Key Practices Roadmap indicates which category of CM Capability (Quality) should be achieved at pre-determined measurement points (Time) which are the Kickoff Meeting, Initial Coaching Meeting, Follow-up/progress Meeting and Maintenance Meeting(s).

CM Key Practices Roadmap

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Quality

	Kickoff Meeting	Initial Coaching Meeting	Follow-up/Progress Coaching Meeting	Maintenance Coaching for ongoing CM Excellence
Comprehensive Capability**				✓
Progressing Capability*			✓	✓
Basic Capability		✓	✓	✓
Start of Roadmap	✓	✓	✓	✓

Start of Roadmap
It is expected that the Quality of the CM Capability increase with time from this starting point.

Time

KEY

= Expected Capability Achieved

= Starting Point of Roadmap

** Includes components of Progressing Capability and Basic Capability
*Includes components of Basic Capability

CM Reviewers measure the progress of Groups' efforts to adopt, implement and maintain CM Key practices.

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Measurement Tracking Matrix

Example:

	Kickoff Meeting	Initial Coaching Meeting	Follow-up/Progress Coaching Meeting	Maintenance Coaching for ongoing CM Excellence
Organization A	**Green** – Date & Comments	**Green** – Date & Comments	**Green** – Date & Comments	**Green** – Date & Comments
Organization B	**Green** – Date & Comments	**Green** – Date & Comments	**Yellow** – Date & Comments	**Green** – Date & Comments
Organization C	**Green** – Date & Comments	**Yellow** – Date & Comments	**Green** – Date & Comments	**Green** – Date & Comments

Note: This Matrix tracks Teams' progress over time.

CM Review assigns Ratings of of Green, Yellow or Red based on compliance with the Key Practices set forth in the CM Key Practices Roadmap at the time of pre-determined measurement intervals.

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	Kickoff Meeting	Initial Coaching Meeting	Follow-up/Progress Coaching Meeting	Maintenance Coaching for ongoing CM Excellence
Organization A	Green – Date	Green – Date	Green – Date	TBD

CM Key Practice Plotting Map

Green

A Green Rating indicates that an organization is compliant with progress goals.

Yellow

A Yellow Rating indicates that an organization has not achieved progress goals but has in place an action plan to do so.

Red

A Red Rating indicates that an organization has not achieved progress goals and has no action plan to do so.

Quality Level

Comprehensive Capability

Green

Progressing Capability

Yellow

Basic Capability

Red

Time

= Actual

= Expected

Kickoff Meeting

Initial Coaching Meeting

Follow-up Coaching Meeting

Maintenance Coaching Meeting(s)

The CM Review Key Practices Roadmap can be tailored to be relevant to different needs of Groups.

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The Roadmap can be tailored on a case-by-case basis, in the following ways:

- Eliminating required compliance with non-applicable CM key practices in merited situations

- Adding additional key practices for which the group would like to held accountable

- Altering the pre-determined measurement points at which the group will be held accountable for compliance